

INSTRUCTIONS FOR TREASURER'S YEAR END CASH REPORT

Formerly the Treasurer's Quarterly Cash Report, the Treasurer's Year End Cash Report is intended to demonstrate that the Treasurer's reconciled bank accounts are in agreement with the ledger balances of the Accountant, Auditor or similar official, and to emphasize the safety of the deposits of the city, town, county or district. For each account, please indicate if the account is collateralized and also indicate if each account is a compensating balance account, as defined in G.L. c. 44, § 53F. This information will facilitate preparation of the compensating balance report. Although the cash report is now only required annually, the Treasurer's and Accountant's records should be reconciled monthly during the year.

Description of Part I Sections A through F

- Section A - Cash on hand represents the amount of currency, checks, money orders and bank drafts in the possession of the treasurer.**
- Section B - Non-interest Bearing checking accounts represent the balances of all demand deposit accounts in a bank or similar depository which are immediately available for disbursement but earn no interest.**
- Section C - Interest Bearing checking accounts represent the balances of all demand deposit accounts or low interest accounts in a bank or similar depository which are immediately available for expenditure but also earn interest (Example: savings accounts, NOW accounts).**
- Section D - All liquid investments consist of funds invested at market rates in accounts other than checking accounts (Example: Money Market accounts, MMDT).**
- Section E - All term investments (Example: CD's, Treasury Bills, Repurchase Agreements).**
- Section F - All trust funds, including those regulated by Trust Fund Commissioners should be included in this reconciliation.**

In general, all funds should be included in this report with the exception of retirement funds.

All trust funds (Part 1F), unless otherwise provided or directed by the donor thereof, are to be invested in accordance with the provisions of G.L. c. 44, § 54 or other applicable statute(s), and all revenue funds (Parts 1B through 1E) are to be invested in accordance with G.L. c. 44, § 55. No accounts should be maintained in Credit Unions.

For Sections B and C the purposes of the accounts can be specified as payroll, vendor, investment, etc.

For applicable Sections, the interest rate is as of the reporting date.

For applicable Sections, indicate "Y" if the account is collateralized or "N" if the account is not.

For applicable Sections, indicate "Y" if the account is a compensating balance account or "N" if it is not. This is not applicable to counties; column(s) should be left blank.

Timetable for Completion and Submission of Year-End Cash Report

- 1. Report should be completed and signed by the Treasurer and by the Accountant/Auditor or School Business official.**
- 2. The Treasurer's Year-End Cash Report must be completed, signed and submitted to the Bureau of Accounts by September 30, 2015. It must be completed, however, prior to the certification of Free Cash/Excess & Deficiency for FY2016.**
- 3. If the report is not received timely, the Bureau will notify the appropriate local authorities, i.e. Mayor or City Manager, Board of Selectmen etc. prior to taking further action.**
- 4. The Bureau reconciles the amounts shown on this report with amounts reported for cash and investments on the balance sheet, as part of the Free Cash/Excess & Deficiency certification process. The Bureau may withhold Free Cash/Excess & Deficiency certification for material reconciliation variances.**

Submit this Report using the DLS Gateway System and complete the Treasurer's Year-End Cash Report Summary on Gateway.

If a problem occurs with access or submission on Gateway, please contact Gerry Cole at 617-626-4110 or coleg@dor.state.ma.us.